

# Scheduling for the SAAR - BOY 2014-15 Q & A

- Q) How are primary and partial enrollments affected if the district has a Home School calendar and one of those home school students attends one or two classes at the regular public school?**
- A) The Home School enrollment would be the primary enrollment record, and the regular school would be the partial enrollment.
- Q) If a student is participating in an online class and is being monitored by an instructional assistant in the classroom, would that class type be considered virtual regular?**
- A) If it is being monitored by a teacher it is not a virtual class. A virtual class must be off campus. This class would be considered a regular class. Attendance could be taken in one of two ways; seat time attendance or performance based attendance.
- Q) What are the codes for primary and secondary enrollments?**
- A) The Service Types for enrollment records are:  
P: Primary  
S: Partial  
N: Special Ed Services
- Q) If a student has a primary enrollment at one school in the district and a secondary enrollment at another school in the district, do they both show on the enrollment tab?**
- A) Yes, both primary and secondary enrollment records will show up in the enrollment tab if both enrollments are within the district. However, if a primary enrollment is in one district and a secondary enrollment is in another district, you will only see one enrollment record in the enrollment tab.
- Q) Does it make a difference if our district does not have a Home School calendar set up?**
- A) No. The primary enrollment record does not have to be in Infinite Campus. If a student is considered to be home schooled, and they come to your district and attend one or two classes, they would have a secondary enrollment.
- Q) Do schools receive attendance credit for students taking a performance-based or virtual class, and drop that class for whatever reason?**
- A) No. Performance based classes receive attendance credit only if the student passes the course.
- Q) How do you fix overlapping t-codes?**
- A) The t-code record should be connected with the primary enrollment record, and that will stop the overlapping. You still may get an error, but it can be ignored. You only want to focus on the enrollment record that affects funding.
- Q) If a class is scheduled during a regular scheduled day, it is NOT marked as virtual, correct?**
- A) If the student is in the classroom and you're taking seat time attendance, the answer is no. Online classes can be a regular class and does not have to be a virtual class. You can, however, put a virtual class in to fill in a schedule for a student who is taking a class off campus and seat time attendance is not maintained.

**Q) If you are an 8<sup>th</sup> grade student taking classes at the high school, can you create that course without a primary teacher without it affecting the LEAD when you add high school courses to the middle school?**

A) It is recommended to set the high school teacher up with a District Assignment at the middle school, and mark them as the primary teacher. The person at the middle school entering the report card grade and entering attendance could be added to the course as an additional teacher.

**Q) How do dual credit courses show up on the transcript?**

A) Dual credit is not indicated on the transcript unless the course title actually says "Dual Credit". Colleges still request and require transcripts from the college offering the dual credit courses.

**Q) Under instructional setting, if you have students taking a virtual course not taken during the instructional day, would you choose online for the instructional setting?**

A) Yes.

**Q) If a vocational teacher comes to teach a class in the school, would that be considered an onsite classroom and what teaching method would be used?**

A) Yes. Depends on if the district is paying the teacher to teach the class.

**Q) Do you know if attendance clerks have had the opportunity to attend trainings about PW attendance codes?**

A) There is a document under Other Resources on the Data Standards page that provides instructions on partial week attendance for these students with IEPs.

**Q) What if we have a student that is a partial day and partial week; he comes half days for 2 days a week.**

A) You can use both. Add a partial day attendance group for the time he attends on the two days then use the PW attendance code on the days he does not attend.

**Q) Are the Power Points from this session going to be posted on the site because you cannot read some of the slides on the handouts?**

A) Yes. The presentations and the recordings will be posted on the KSIS Training page on the KDE website. The power point with Garnetta's notes is also posted in the Kentucky Forum on the community [here](#).